



Special Programs Coordinator - AmeriCorps

Open until filled

ORGANIZATION: City of Woodburn – www.woodburn-or.gov/

LOCATION: 270 Montgomery Street, Woodburn, OR 97071

CONTACT: For more information about this position please contact: Stu Spence, Recreation Services Manager, City of Woodburn (503) 982-5266 stu.spence@ci.woodburn.or.us

BENEFITS OF SERVING:

\$5,550 education award upon completion for future tuition or payment on qualified student loans (taxed), a living allowance of \$12,100 for 11 months (before taxes), loan forbearance on qualified federal student loans, basic healthcare coverage and childcare assistance (if household income qualifies).

SUMMARY OF POSITION:

Under the direction of the Recreation Services Manager the Special Programs Coordinator will deliver anti-drug and gang curriculum, design and engage youth in age appropriate literacy activities, coordinate the Youth Advisory Board youth leadership program, and assist with Woodburn's mentoring project. Coordinator will also foster community partnerships that benefit youth, assist with community youth events, develop volunteer opportunities for youth and adults, and serve as recruiter for those volunteer activities.

ESSENTIAL RESPONSIBILITIES:

1. Develop and facilitate anti-drug/gang curriculum and literacy activities.
2. Develop and facilitate out of school education and recreation programs for youth.
3. Coordinate Youth Advisory Board, including recruitment and retention of members, creating educational opportunities for board members, and the development of community service projects.
4. Work with Woodburn Police and community partners to develop a week-long summer Gang Resistance, Education and Training (GREAT) camp.
5. Coordinate month-long literacy awareness campaign.
6. Operate 15 passenger vans after the successful completion of van safety driver's test.
7. Plan low-cost activities for school breaks and summer vacation including community events and field trips.
8. Design appropriate marketing materials including fliers, posters, and brochures.
9. Complete general office duties related to position.
10. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
11. Attend OSSC/AmeriCorps sponsored orientation, trainings, meetings, and disaster response.



MARGINAL RESPONSIBILITIES:

1. Maintain participant and volunteer database for all related programs.
2. Recruit and train adult program volunteers to help facilitate a variety of programs, activities, and events.
3. Design a volunteer recruitment strategy utilizing local resources.
4. Network with community organizations to build partnerships to enhance program.

PREFERRED QUALIFICATIONS:

1. An independent, self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people, especially youth.
2. Experience and/or desire to make a positive impact on youth.
3. Interest in recruiting and supporting volunteers.
4. Strong organizational and interpersonal communication skills.
5. Possess or willing to earn CPR/First Aid Card.
6. Willingness to work a flexible schedule, including some evenings, weekends.
7. Valid Oregon State driver's license and a good driving record.
8. Bachelor's degree in or related to Recreation/Education or 2 years experience in the field preferred.
9. Bi-lingual – Spanish/English

TERM OF SERVICE:

11-month project begins on September 5, 2012 (AmeriCorps training) – 1700 hours.

HOW TO APPLY:

Submit resume and cover letter electronically to Stu Spence at stu.spence@ci.woodburn.or.us

Monica Harrison
Assistant Human Resources Director
City of Woodburn
503.980.2401